## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff	)				
	v.	) Civil Action No.				
	Defendant					
	SUM	MONS IN A CIVIL ACTION				
To:	(Defendant's name and address)					
	on the plaintiff an answer to the attach Procedure. The answer or motion mus	summons on you (not counting the day you received it) you must ned complaint or a motion under Rule 12 of the Federal Rules of st be served on the plaintiff or plaintiff's attorney, whose name and				
compla	If you fail to respond, judgment by daint. You also must file your answer	lefault may be entered against you for the relief demanded in the or motion with the court.  ANGELA D. CAESAR, CLERK OF COURT				
Date:		Signature of Clerk or Deputy Clerk				

FOIA Summons (1/13) (Page 2)

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

	This summons for (na	ame of individual and title, if any)					
was re	ceived by me on (date)						
	☐ I personally served	d the summons on the individual at (	place)				
			on (date)	; or			
	☐ I left the summons	s at the individual's residence or usu	al place of abode with (name)				
	, a person of suitable age and discretion who resides there						
	on (date), and mailed a copy to the individual's last known address; or						
	☐ I served the summ	,	who is				
	designated by law to accept service of process on behalf of (name of organization)						
	on (date)						
	☐ I returned the sum		; or				
	☐ Other (specify):				_		
	My fees are \$	for travel and \$	for services, for a total of \$				
	I declare under penalty of perjury that this information is true.						
Date:			Server's signature				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: